

Suggestion

30 August 1977

MEMORANDUM FOR: Executive Secretary
Suggestion Awards Committee

STATINTL

THROUGH :

[REDACTED]

SUBJECT : Suggestion No. 77-462

1. Suggestion No. 77-462 calls for installing signs on all stairway doors in Agency buildings reminding people that doors are barriers to the spread of fire and smoke and for the sake of safety should be kept closed.

2. On behalf of the Fine Arts Commission, I applaud the concern and thoughtfulness of the suggestor. However, adoption of the suggestion would require the installation of--I would estimate--virtually hundreds of signs throughout Agency premises. Although they might be "small, neat signs," the clutter would be very substantial, and the effectiveness dubious. I have rarely encountered a stairway door that does not close automatically.

3. The Fine Arts Commission suggests that a reminder be issued to all employees of the potential hazard of propping open stairwell doors. The reminder might take the form of a special circular during fire prevention week or a highlighted feature in other DDA general-information publications. The reminder might also take the form of a safety poster mounted for a limited period on Agency bulletin boards that have been installed for general notices.

STATINTL

[REDACTED]

Chairman
Fine Arts Commission

Attachments;
Suggestion No. 77-462
Suggestion Evaluation Report

STATINTL

Distribution:
Orig & 1 - Exec Sec. Sug Awards Committee
1 - OL/LSD [REDACTED] /atts w/att
① - FAC - Employee Suggestions w/atts

JKK:tfk(29Aug77)

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

77-437

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The Safety Branch concurs with this suggestion but recommends the proposed sign's wording be changed to conform to the sign indicated on the attachment.

TRANSMITTAL SLIP

DATE 8-22

TO: CH/FAC

ROOM NO.

6600

BUILDING

H

REMARKS:

ANOTHER SIGN REQUEST.
WE HAVE YET TO SEE
A STAIRWAY DOOR
THAT HASN'T AUTO-
MATICALLY CLOSED.

Carole

FROM:

OL/LSD

STATINTL

ROOM NO.

3E14

BUILDING

H

FORM NO. 241
1 FEB 55

REPLACES FORM 36-B
WHICH MAY BE USED.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, m

Unknown

4. INTANGIBLE BENEFITS (See guide on reverse

Moderate/Good

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

Throughout the Agency

ILLEGIB

DATE

SIGNATURE OF EVALUATOR (Type name and title)

FORM 244b
2-70

USE PREVIOUS EDITIONS



UNCLASSIFIED



INTERNAL
USE ONLY



CONFIDENTIAL



SECRET

(43)

TITLE OR SUBJECT OF SUGGESTION

Stair Doors

SUGGESTION NO.

77-462

PRESENT METHOD

In a recent fire safety lecture in Ames Building the speaker stressed the fact that the stairwell doors are primarily there as fire and smoke barriers, and they are one of the most important means of preventing fire spread through this and other similar buildings. He pointed out that these doors should never be left open to help pull a draft through the offices, which we are sometimes tempted to do when the air conditioner is not turned on. What the speaker said was true and obvious, but I know I have overlooked that important fact in the past and I suspect others have also.

I SUGGEST

I suggest that the Agency install small, neat signs on all stair doors with some notation such as:

Stair doors are barriers to the spread of fire and smoke.
For safety keep this door closed whenever it is not in use.

ADVANTAGES

This might add to on-the-job safety consciousness of all of us. As an added benefit, it may help remind employees to keep stair doors closed at home too. (The speaker observed that some seven times as much government-paid sick leave is used for home accidents for on-the-job accidents.)

FORM 24a
(2-74)USE PREVIOUS
EDITIONS☐ SECRET☐ CONFIDENTIAL☐ ADMINISTRATIVE
INTERNAL USE ONLY

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☐ UNCLASSIFIED